



CITY OF ATLANTA

Job Announcement

BUYER

STARTING SALARY: \$33,845

Salary Grade: 15

Applications Accepted From: September 26, 2005 until September 30, 2005

Minimum Job Requirements*

Applicants for this position must have an Associate's degree in Business/Public Administration or related field, and have two years of progressively responsible, professional procurement experience, preferably in the public sector; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. A working knowledge of Management Analysis and Response System for Governments (MARS/G) and Oracle Financial Procure to Pay Purchasing Module is highly desirable.

Duties of the Job:

The purpose of the job is to procure a variety of materials, services and equipment. This employee writes appropriate specifications, inclusive of terms and conditions for requests for proposal; processes Purchase Requests for supplies and services; reviews and edits detailed specifications for Invitation to Bid; handles vendor complaints; maintains records of up-to-date contracts and price agreements and the equipment needed; checks bids and quotes to ensure they are written to the required specifications; performs related duties as required; ensures compliance of all aspects of the City of Atlanta Purchasing Code.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification will be required prior to appointment.